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## PART 1

## CHAPTER II

ACQUISITION POSITION CAREER FIELD  
CERTIFICATION REQUIREMENTS1. Introduction

a. This chapter establishes the process used to determine career field certification requirements for an acquisition position. It also establishes the process used to request and grant certification waivers for persons who do not meet the certification requirements of their positions. (Note: career field certification requirements are regulatory requirements. In addition to certification requirements, some positions, e.g., GS-1102 contracting positions and all CAPs, have statutory requirements. Statutory requirements are described in part 1, chapters III, IV, and V.)

b. For civilian recruitment purposes, certification requirements that differ from OPM qualification standards shall be used as quality ranking factors.

2. Identifying Career Field Certification Requirements for Acquisition Positions. The position category and certification level of the position form the basis for determining the specific certification requirements of the position.

a. The certification requirements of the position are those established by DOD for the corresponding career field and level with the following exception: the position categories of Program Management Oversight and Education, Training, and Career Development do not have corresponding career fields (see part 2, chapter III, paragraph 3b for certification requirements in these two position categories).

b. The DACM shall issue annually a listing of certification requirements, i.e., a certification check list for each career field and level.

c. Procedures for certifying acquisition workforce members are contained in part 2, chapter III.

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3. Time Frames for Meeting Certification Requirements

a. Persons assigned to acquisition positions after 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must meet the certification requirements of their position within 18 months after assignment or management must obtain a certification waiver.

b. Persons assigned to their current acquisition positions prior to 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must have met the career field certification requirements of their positions by 31 March 1994 for non-CAPs and 31 March 1993 for CAPs. Employees in this category who did not meet the certification requirements of their positions by the due date have been automatically waived and no formal waiver documentation is required.

c. Persons incumbering positions that are later designated as acquisition positions have 18 months from the date of that designation to meet the career field certification requirements or management must obtain a certification waiver.

d. A change in certification requirements does not affect the 18-month period during which the career field certification requirements of the position must be met. For example, if certification requirements change, an uncertified person with 16 months in a level III position still has 2 months to become certified at level III in the primary career field or management must obtain a certification waiver. The change in certification requirements does not initiate a new 18-month period.

4. Notification of Deficiencies. Prior to assignment to or selection for an acquisition position, management shall ensure that the person is informed of any certification deficiency and that a career development plan is developed to provide the person the opportunity to meet the requirements of their position within 18 months. Persons who do not meet the certification requirements within 18 months require a certification waiver to remain in the position (see paragraph 5).

5. Certification Waivers. If a person assigned to an acquisition position does not meet the certification requirements of the position within 18 months after assignment, management must obtain a certification waiver to allow the person to remain in the position. It is management's responsibility to initiate

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the certification waiver within the 18-month period and to inform the incumbent that the waiver is required to remain in the position.

a. A certification waiver does not certify a person to a career field level; rather, it allows a person who does not meet the certification requirements to remain in the position. A certification waiver is valid only for the particular position for which granted and is not carried forward when the person is assigned to another acquisition position.

b. Receipt of any other type of waiver, e.g., receipt of a statutory APC selection standard waiver, does not obviate the need to meet the certification requirements of the position or to obtain a certification waiver. This applies even if the certification requirement which the person lacks and the statutory requirement for which the person already received a waiver are the same.

6. Delegation of Authority for Certification Waivers.

Commanders or directors of acquisition organizations are authorized to approve certification waivers. The authority to approve certification waivers may be redelegated as follows.

a. For certification levels I and II, the authority to grant a certification waiver may be redelegated no lower than two tiers above the workforce member's supervisor or at the flag, general officer, or SES level, whichever is lower.

b. For level III, the authority to grant a certification waiver may be redelegated no lower than a flag, general officer, or SES in the same career field.

7. Certification Waiver Procedures

a. The supervisor of the person requiring the certification waiver or other appropriate management official within the organization is authorized to request the waiver. The certification waiver must be in writing and forwarded to the official authorized in paragraph 6 to grant the waiver. The format for requesting certification waivers is provided in appendix A.

b. Management shall inform the employee for whom the certification waiver was requested of the decision. If the

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certification waiver is disapproved, the document shall record the reasons for disapproval and shall be returned to the requester. If a certification waiver is disapproved, management must reassign the person to a position for which he or she is qualified.

c. Distribution of approved certification waivers shall be as follows:

(1) For civilian certification waivers:

(a) The original shall be sent to the servicing HRO for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.

(2) For Navy military certification waivers:

(a) The original shall be sent to BUPERS (PERS-447) for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.

(3) For Marine Corps military certification waivers:

(a) The original shall be sent to CMC, Code MMOA-3, for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.